



**ILLINOIS STATE TREASURER  
DAN RUTHERFORD**

**JOB OPPORTUNITY ANNOUNCEMENT  
DECEMBER 2012**

Job Title: Assistant General Counsel  
Salary: \$70,000 - \$80,000 annually (Commensurate with experience)  
Location: Springfield, Illinois  
Work Hours: 8:00 A.M. – 4:00 P.M.

**Overview:** The Office of the Illinois State Treasurer is seeking to hire an experienced attorney to serve as Assistant General Counsel within the Legal Division. This is a professional level legal position that drafts, analyzes and reviews requests for proposals, transactional agreements, interagency agreements, and legal memoranda for various divisions regarding statutory obligations of the Illinois State Treasurer's Office. The individual in this position oversees on-going litigation matters, conducts legal research and works closely with the Banking and E-pay divisions. This position reports to the General Counsel. Attendance is an essential function of this position.

**Requirements/Qualifications:** J.D. degree from an accredited law school; must be admitted and in good standing to practice law in the State of Illinois; five (5) years of experience practicing law in the areas described above; experience managing other attorneys and governmental experience a plus. Proficiency in Microsoft Excel and Word desired. Excellent written and verbal communication, interpersonal, analytical, and organizational skills are required. The capacity and flexibility to learn quickly and complete work with accurate detail, a strong sense of urgency, and drive for process improvement is required. High energy and a positive attitude are essential.

**Certificates/Licenses Required:**

Must be licensed to practice law by the State of Illinois Supreme Court

**Application Process:** Send application materials including letter of interest and resume to:

**Director of Human Resources  
Office of the Illinois State Treasurer  
400 West Monroe, Suite 401  
Springfield, IL 62704  
Email: [HR@Treasurer.state.il.us](mailto:HR@Treasurer.state.il.us)**

**Equal Employment Opportunity Employer  
Applicants must be lawfully authorized to work in the United States.**